



## Unit 1

# Basics of questionnaire adaptation

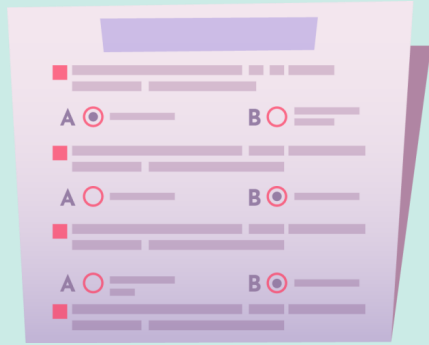


By the end of this unit, you will:

- list 3 types of adaptations to the HHFA paper questionnaire
- list key dos and don'ts of questionnaire adaptation
- describe the questionnaire adaptation workshop process



# Questionnaire adaptation



The HHFA resource package provides the **standard HHFA questionnaires**



Countries must **adapt the standard questionnaire** to their context and information needs



# Questionnaire adaptation: key points

1

Review of indicators

4

Dos and don'ts

2

Review of questions

5

Consequences

3

Types of adaptations

6

Stakeholders



# 1. Review of indicators



- The questionnaire adaptation process starts with deciding which **indicators** are needed
- The selection of indicators determines the questions needed
- It is important to review the indicator inventory at the start of and throughout the process



## 2. Review of questions



Every question must be reviewed to ensure that it is:

- necessary to include it in the survey
- appropriate to the country context
- easily understood

Failure to review all the questions may compromise the quality of data collection.



### 3. Types of adaptations

There are 3 main types of adaptations to the HHFA questionnaire:



Deleting a question



Adding a question



Modifying a question

## 4. Dos and don'ts



### Track Changes

#### Dos

- **Always use** the “**Track Changes**” function of Microsoft Word
- The final country-adapted version must contain **all adaptations in Track Changes**

#### Don'ts

- **Do not 'accept'** any **tracked change**

Essential for country adaptation of the CSPro tool.

## 4. Dos and don'ts



### Question numbering

#### Dos

- **Keep original numbering structure** of the questionnaire
- When adding a question, use the designated **country-specific numbering system**

#### Don'ts

- **Do not change** the question numbers
- **Do not change** the **order** of the questions

Changing the numbering will affect the CSPro tool and the data analysis platform and cause problems.

## 4. Dos and don'ts



### Skip patterns

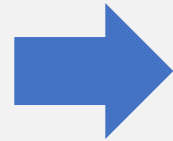
- Adding or deleting a question may require changes to the skip patterns
- **Always** check if a new question needs a skip
- **Always** check that a skip goes to the correct question and adapt where needed



## 5. Consequences



questionnaire



CSPro tool



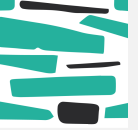
data analysis  
platform



## 5. Consequences



A very large number of changes will result in a substantial workload to make the corresponding changes to the CSPro tool.



## 5. Consequences



**Deleting** questions impacts indicators linked to them



**Adding** questions requires creation of new indicators



If **modifications** change the meaning, the question should be deleted and replaced



## 6. Stakeholders

Questionnaire adaptation should involve:

- the national monitoring and evaluation team
- the national health information systems team
- experts from programmes/technical areas
- subnational representatives
- funders/implementing partners



To ensure:

- technical quality of adaptation process
- buy-in from stakeholders who will use HHFA results

It is critical to maintain close collaboration between the questionnaire adaptation team and the CSPro team.



# Questionnaire adaptation workshop



Refer to the reading materials for further details about the adaptation workshop.



# Summary

- Every question in the questionnaire must be reviewed
- There are 3 types of questionnaire adaptation: deleting; adding; modifying a question
- All adaptations must be made in “Track Changes”
- Do not change the numbers or the order of the questions
- Adaptations to the questionnaire require corresponding adaptations to other tools
- Close collaboration between the questionnaire adaptation and the CSPro teams is critical



You have now completed Unit 1.

In the next unit, we will look at how to delete and add HHFA questions.

First, try the practice exercise and quiz.